



Meeting Date	May 23, 2007	Time	10:00 – 11:30
Location	Conference call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	Y	
Bruce Jackson	NOS	N	
Paul Johnson	OAR	N	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	N	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	Y	
Candace Davis	CMFD	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	Y	
Guest Name	Organization	✓	E-mail
Tiyo Fonte			
Jackie Schreckengost		Y	

Agenda:

1. Training – Cindy Rich
2. TWAs – All
3. Reimbursable Handbook – All
4. Meeting Schedule - All

Minutes:

1. Training -- The first training session is scheduled for June 5 in Boulder, CO. Cindy and Jackie are still working on the training materials, but will send them out prior to the first session so the Workgroup members will have advance notice of the training presented to their FMCs.
2. TWAs – Lois discussed that we need to develop policy for TWAs. Chapter 10 states that TWAs are valid for 3 months. Lois agreed to contact NIST for their policy and to put together a draft based on NIST policy and input from the Workgroup members. Members agreed to provide input on their concerns, needs, etc.
3. Handbook – Members disagreed on the need for a Handbook. Some members think that the SOPs, Chapter 10 and the training materials may be sufficient. We agreed to discuss at the next meeting and try to reach a conclusion.
4. Meeting Schedule – The Workgroup will meet biweekly on Wednesday from 10:00 – 11:30.
5. Project Codes -- The Workgroup agreed the general rule is: 1 agreement to 1 sponsor to 1 project code
 - make sure to separate incremental funding documents into individual RADG002s when the agreement spans more than one year (e.g., 5 year agreement, but yearly funding documents would require a new/additional RADG002 each year that a new funding document is received within the life span of the agreement).
 - from July 1st forward, all new agreements should span no longer than 5 years.

The next meeting will be:	June 6, 2007 10:00 – 11:30
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